



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 9, 2021
691 Main Street
Cheswold, Delaware 19936**

ATTENDANCE VIA ZOOM AVAILABLE

Planning Commissioners In Attendance:

Mr. Barry Jones, Chairperson
Mr. Carl Schultz, Acting Chairperson
Ms. Colleen Ostafy, Commissioner
Ms. Barbara Cooper, Commissioner – via ZOOM

EXCUSED:

Mr. Reginald Valentine, Commissioner

Also in Attendance:

Mr. Thomas Wilkes, P.E., Town Engineer – via ZOOM
Ms. Sam Callender, Land Use Administrator

MEETING OPENING:

The meeting was called to order at 5:12 p.m., by Chairperson Jones and a Salute to the Flag and a Moment of Silence immediately followed.

After the moment of silence, he confirmed with Ms. Callender that the meeting had been properly posted and conducted a roll call, after which it was acknowledged that a quorum was in attendance, and the meeting proceeded.

AGENDA REVIEW:

A call for a review of the agenda was made and a motion to accept the agenda as presented was made by Commissioner Schultz. A second to the motion was made by Commissioner Ostafy and an unanimous roll call vote, passed the motion.

PLANNING COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 9, 2021

MINUTES REVIEW:

The following minutes were reviewed and voted upon:

August 12, 2021 – Monthly Commission Meeting

A motion was made by Commissioner Ostafy to approve the minutes as presented. Commissioner Schultz made a second to the motion and it passed with a unanimous roll call vote.

OLD BUSINESS:

- **Review of Section 4-4, Total Revision** – *Land Use Administrator*
- **Table 4-1; 4-2; 4-3; 4-4** - *Town Engineer*

The attendees reviewed Section 4-1; including Definitions; General Procedures; and Guidelines for Development Review. It was followed by a review of Section 4-2 General; Section 4-3 Development Plan Types & Applications and the beginning of Section 4-4 Development Plan Processes; Purpose; When Required; Application Review Processes – Concept Plan. The Preliminary Plan Application form was also reviewed and the following revisions were agreed upon:

- **Definitions** – Insert Property Sketch Plan = See Definition for Concept Plan. Must also be added to Article 2. Definitions.
- **General Procedures – Issuance of Building Permits**
Remove in its entirety.
- **Guidelines for Development Review – Item 9**
Replace “work calendar days” with “normal business work days”
- **General – Item 4**
Insert a slash between Owner/s
- **General – Item 5**
 - Add Plot Plan – after discussion it was decided that Commissioner Cooper; Town Engineer Wilkes Land Use Administrator Callender would discuss the definition of plot plan offline and determine the appropriate place for it.
 - Add Property Sketch Plan for Concept Plan.
- **General – Item 5**
Application Review Process – Concept Plan
Remove “a multi-lot or large project” and replace with “any type of”
Remove “also referred to as the Sub-Division Plan.”

PLANNING COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 9, 2021

NEW BUSINESS:

NOTHING to REPORT

COMMISSIONER COMMENTS:

Commissioner Ostafy - *Please keep Commissioner Valentine in your thoughts and prayers. He's home recovering.*

Commissioner Schutlz – *Anyone who hasn't should take a look at the progress being made in the Stonington Development.*

Commissioner Cooper – *NOTHING TO REPORT*

Chairperson Jones – *This Saturday is the 20th anniversary of the 9/11 attacks and hopefully everyone will take a moment to reference the importance of the day.*

Town Engineer Wilkes - *NOTHING TO REPORT*

Land Use Administrator Comments: *NOTHING TO REPORT*

Next Meeting Date: Thursday, October 14, 2021; 5:00 p.m., Cheswold Town Hall
Commissioners and Applicants only

- ZOOM will be available for all others

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 6:04p.m. A second to the motion was made by Commissioner Cooper and a unanimous roll call vote passed the motion.

Minutes Submitted by: Land Use Administrator Sam Callender September 15, 2021